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ANNUAL REPORT
OF
LANDER COLLEGE
TO THE
GOVERNOR
AND
GENERAL ASSEMBLY

July 1, 1984 - June 30, 1985



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State Budget and Control Board**

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President's Office

Larry A. Jackson.....	President
Clara Bonds.....	Secretary
Rallie M. Seigler.....	Assistant to the President and Director of Alumni Affairs
Charlotte Cabri.....	Public Information Specialist
Ann B. Herd.....	Director of Community Relations and Budget
Finis E. Horne.....	Athletic Director

Oscar C. Page.....	Vice President for Academic Affairs
Edward J. Stampf, Jr.....	Assistant Vice President for Academic Affairs
Jean B. Boozer.....	Administrative Assistant
Sam B. Davis.....	Director of Learning Resources Center
Ann T. Hare.....	Director of Library
Dennis J. Dulniak.....	Director of Institutional Research and Records
M. F. Lide.....	Part-time Assistant Dean
Jackie D. Roark.....	Director of Admissions
Nira Spivey.....	Secretary

W.E. Troublefield, Jr.	Vice President for Business and Administration
R. Dan Adams	Director of Personnel
Bruce Cobb	Systems Supervisor
Emily Collier	Purchasing Agent
George S. Franke	Director of Physical Plant
Judy Gantt	Bookstore Manager
Ann B. Herd	Budget Supervisor
I.M. Hubbard	Financial Aid Officer
Rebecca Kidd	Staff Assistant
M.F. Steinberg	Printing and Duplicating Manager
M. Blair Willingham	Accountant

ADMINISTRATIVE OFFICERS

President's Office

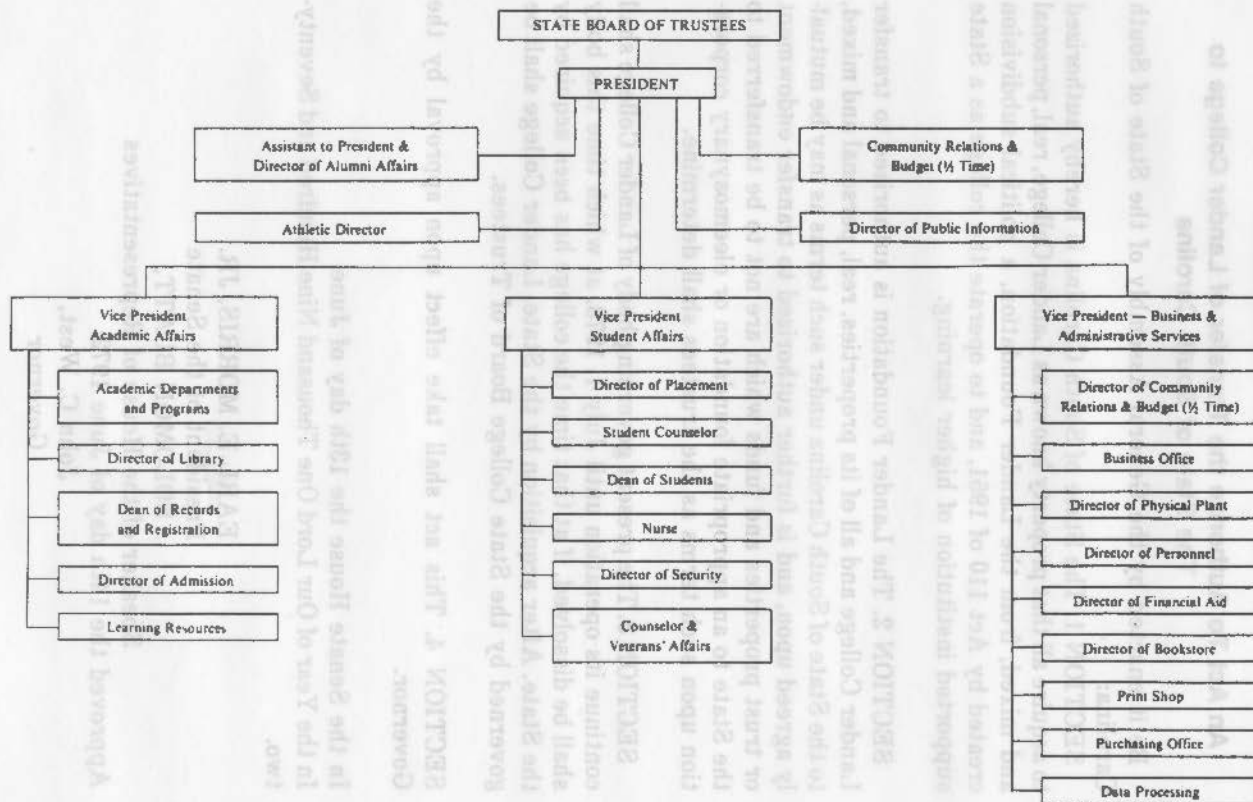
STUDENT AFFAIRS

H. Randall Bouknight	Vice President for Student Affairs
Eugenia Barnette	College Nurse
Elizabeth Jervey	Director of Career Development, Placement, and Cooperative Education
Jeff May	Dean of Students
Tommy McCalla	Director of Housing
Lewis M. Morgan	Chief of Public Safety
Caroline Scott	Director of Student Activities
Doug Spears	Student Counselor
Van Taylor	Student Life Assistant

Emeriti Faculty

Marie Margaret Chisholm
Maybelle Coleman
Herbert A. Ellis
M. F. Lide
Roberta Major
Elizabeth C. Welborn

THE LANDER COLLEGE ORGANIZATIONAL CHART



STATUTORY AUTHORITY

An Act To Authorize the Transfer of Lander College to The State of South Carolina

Be it enacted by the General Assembly of the State of South Carolina:

SECTION 1. The State of South Carolina is hereby authorized to acquire all that property known as Lander College, real, personal and mixed, from the Lander Foundation, a political subdivision created by Act 110 of 1951, and to operate the college as a State supported institution of higher learning.

SECTION 2. The Lander Foundation is authorized to transfer Lander College and all of its properties, real, personal and mixed, to the State of South Carolina under such terms as may be mutually agreed upon, and is further authorized to transfer endowment or trust properties and funds which are not to be transferred to the State to an appropriate foundation or eleemosynary corporation upon such terms as the trustees shall determine.

SECTION 3. The present governing body of Lander College shall continue its operation until July 1, 1973, at which time this body shall be dissolved, if at that time the college has been acquired by the State. After acquisition by the State, Lander College shall be governed by the State College Board of Trustees.

SECTION 4. This act shall take effect upon approval by the Governor.

In the Senate House the 13th day of June
In the Year of Our Lord One Thousand Nine Hundred and Seventy-two.

EARL E. MORRIS, JR.

President of the Senate

SOLOMON BLATT,

Speaker of the House of Representatives

Approved the 14th day of June 1972.

John C. West,

Governor

BOARD OF TRUSTEES

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Winnsboro, South Carolina

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Lexington, South Carolina

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Peter D. Hyman.....	Florence, South Carolina
Alton E. Jones.....	Hilton Head, South Carolina
Mrs. Sara Liverance.....	Anderson, South Carolina
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Walker E. Solomon.....	Columbia, South Carolina
Mrs. Ellen Carter Watson.....	Spartanburg, South Carolina
Thomas W. Weeks.....	Barnwell, South Carolina

PURPOSE

The purpose of Lander College is to provide educational programs which will help the students of the College lead meaningful and productive lives. The College will admit applicants who show promise of success and provide for these students educational programs and the guidance, placement, and other services necessary to encourage and foster success. In addition, Lander College is committed to regaining the values of liberal learning and providing those skills and that information requisite for effective performance in a vocation.

In pursuit of these goals, the College seeks to help students:

Acquire competence in the underlying principles and the accumulated knowledge of a discipline or disciplines.

Develop the habit of making judgments based on a critical analysis of data and information.

Develop social awareness and a sense of responsibility to self and others.

Develop skills in written and oral communication.

Acquire an appreciation and an understanding of aesthetic values.

Understand and use the scientific method in problem solving.

Develop skills and ideals conducive to positive physical and mental health.

Develop an appreciation for the historical and literary foundations of our Western heritage, especially those documents related to the origin and development of democratic ideas and institutions.

Develop some knowledge of the history and contemporary problems of non-Western cultures.

Develop a love for inquiry and learning which will endure throughout life.

Further, Lander College is committed to:

Help faculty and staff to reach their fullest possible growth, both professional and personal.

Administer the affairs of the College in an open, objective, and orderly fashion.

Provide cultural opportunities for the College's constituents.

Serve as a commuting college for the region and provide residential facilities for non-commuting students.

Provide lifelong learning experiences.

ACCREDITATION

Lander College is a fully-accredited, four-year, public coeducational liberal arts institution.

Lander is a member of the Southern Association of Colleges and Schools, the South Carolina College Association, the American Council on Education, the American Association of Colleges, the American Association of State Colleges and Universities, the National League of Nursing, and the National Commission on Accrediting.

HISTORY

Lander College was founded in 1872 by Samuel Lander, a Methodist clergyman. He opened the Williamston Female College in the town of his ministry, Williamston, South Carolina, and it remained a proprietary institution for 26 years. In 1898, the College gained the support of the South Carolina Conference of the Methodist Episcopal Church, South. The College was relocated at Greenwood in 1904 and renamed to honor its founder.

In 1948, when the Methodist Conference, pursuant to a policy of consolidation in educational efforts, decided to discontinue support of Lander College, interested citizens of Greenwood formed the Lander Foundation, a non-profit corporation and leased the college from the Church.

In 1951, the County of Greenwood obtained the College name and property from the Methodist. The South Carolina General Assembly created the Greenwood County Education Commission, known as the Lander Foundation, to serve as the board of control for the college. Lander thus became the only four-year liberal arts college in the United States to be controlled and financed by a county government.

On July 1, 1973, Lander College came under the control of the Board of Trustees of the State Colleges of South Carolina.

Lander was founded as a college for women and retained that image for many years. Men were admitted in 1943, and the institution is now completely coeducational.

PRESIDENT

Dr. Larry A. Jackson

Larry A. Jackson was born in Florence, South Carolina in 1925. He holds degrees from Wofford College, Union Theological seminary in New York and the University of the Pacific in Stockton, California. Dr. Jackson has served as Director of Santiago College in Santiago, Chile, and was founding Provost of one of the cluster colleges at the University of the Pacific.

He came to the Presidency of Lander College after having served for three years as Vice President at the University of Evansville in Evansville, Indiana.

Dr. Jackson is married to the former Barbara Atwood of Bethesda, Maryland and they have four children. Dr. Jackson and his family have lived for seven years in Chile, one academic year in India, and one academic term in England.

During the Second World War, Jackson served as a navigator in the Eighth Air Force in England.

He assumed his duties as President of Lander College on July 1, 1973, at the time that the institution came under control of the State College Board of Trustees.

ATHLETICS

Lander College competes in three men's and three women's intercollegiate sports. A faculty committee serves as an advisory group on eligibility, scheduling and other matters concerning the athletic program.

The men's and women's programs are regulated by the National Association of Intercollegiate Athletics (NAIA), and Lander College is a member of NAIA District Six.

The coaching staff for 1984-85 was Finis Horne, Athletic Director and Men's Basketball Coach; Jim Bello, Men's Assistant Basketball Coach; Dr. Joseph Cabri, faculty member and Men's Tennis Coach; Major Bill Wynn, faculty member and Men's Soccer Coach; Katrina Sacoco, Head Women's Basketball Coach, Head Women's Tennis Coach, and Sports Information Director; Doug Spears, counselor and Women's Softball Coach.

ACADEMIC AFFAIRS

ACADEMIC PROGRAMS

The academic program at Lander College is offered through eight divisions, each embracing one or more of the traditional academic disciplines. The eight divisions are: Business Administration and Economics with programs in general business administration, accounting, management, marketing, business education, and economics; Education which is comprised of elementary and early childhood, education, home economics, and a Master's in Education; Fine Arts which includes art, music, speech and theatre; Health, Physical Education, and Recreation; Humanities which offers majors in English and French and courses in philosophy and religion; Science and Mathematics which offers majors in biology, chemistry, mathematics, medical technology, and computer science and courses in physics; Nursing Education; and Social Sciences made up of anthropology, history, sociology, psychology, geography, and political science.

In 1984-85 Lander College took the final steps toward the implementation of the new Bachelor of Science degree in Nursing. The first class was admitted and the curriculum approved. In the fall of 1985, the first Nursing Education courses at the baccalaureate level will be offered at Lander College with 20 students moving through this program while the remaining 30 associate degree students are completing their final year of that program.

During the year there was a focus on international education which resulted in several positive steps being taken toward the strengthening of this concept within the curriculum. First, a study tour to France was conducted by Dr. Michael Rowland, Chair of the Division of Humanities. This involved a three-week travel and study experience in France and other European countries. Following that a group of six faculty members from Lander College and President Larry A. Jackson who directed the group participated in a Fulbright Hays Group Study Abroad project in India. Early in the year the College was notified that it had received a \$76,000 grant to take 14 faculty members to India. Six of those faculty members came from Lander while the remaining were selected from colleges and universities throughout the State of South Carolina. Co-directing the project with President Jackson was Dr.

Job Thomas, Associate Professor of Art/History at Davidson College. The third activity that continued to strengthen the international mission of the program was the participation by several students in the Student Exchange Program with Trent Polytechnic College in Nottingham England. These Students attended Trent Polytechnic in the fall of 1984 and returned to the Lander College campus for the Spring Semester. The final activity that brought attention to international education on campus was the selection of Lander College to be the host institution for a Scholar in Residence Program for the fall of 1985. A scholar in residence from Columbia will be on the Lander College campus beginning in August, 1985 for four months. This individual will be teaching in the Latin American studies part of the curriculum.

Courses of study:

Major programs leading to Bachelor of Arts and Bachelor of Science degrees are offered in the following fields: art, biology, business administration, business education, chemistry, computer science, early childhood education, English, French, interdisciplinary studies, health, physical education and recreation, history, home economics, mathematics, medical technology, nursing, speech and theatre, political science, psychology, and sociology. The Music Education degree program is offered under the Bachelor of Music Education degree. Lander College offers one associate degree which is an Associate of Science in Nursing. The final associate degree was admitted in the fall of 1984 and will be graduated in May 1986. In addition to the undergraduate programs, Lander offers one graduate degree which is a Master of Education degree in Elementary Education.

The Faculty:

During the academic year 1984-1985, the Lander College faculty numbered 95 full-time faculty members whose primary responsibility was instruction. In addition, three professional librarians who have faculty status, and three lecturers who have both teaching and administrative responsibilities taught in the program. Supplementing the full-time faculty was a group of 26 part-time faculty members teaching in various areas of the College. When these figures are combined, Lander College had a full-time equivalency

faculty of 105.05. Faculty/student ratio for the Fall Semester in head count was 1 to 19. Sixty percent (60%) of the full-time teaching faculty hold the doctorate.

ADMISSIONS

The enrollment at Lander College reached a record high in 1984 with 2,283 students registered for classes. The full-time equivalency enrollment in the fall of 1984 was 1,982. The second session of summer school in 1984 had an enrollment of 595, while there were 865 students enrolled in the first session of summer school in 1985. Of major significance to the College was the continuation of the May session which had begun in 1980 with 127 students enrolled. In May 1985, 389 students were enrolled in the program. Applications for admissions continue to run at a record high every year and, as indicated by the enrollment figures noted above, Lander College is serving more students than ever before as applications and enrollment continue to climb.

LIBRARY

Use of the library increased in several areas over the last few years. In comparing 1980-1981 with 1984-1985, total circulation increased by 8 percent; reserve circulation by 39 percent; interlibrary loans by 565 percent; use of microfilm reels by 96 percent; reference questions by 55 percent; number of people entering the library by 21 percent.

Classes on using library resources and developing search strategies were taught to 51 percent of the FTE enrollment for fall semester 1984.

A computer room for student use was established in the library. Seven computers were provided with six having access to a printer. Software is available at the circulation desk.

Discussion continued on converting the bottom floor of the library building to library space. The circulating collection has over 98,000 books shelved in space for 88,500 volumes. Lack of space will be a problem until the conversion of the bottom floor to library space is completed.

In addition to three full-time and three part-time professional librarians, the library staff includes 6 support staff, one working only nine months a year. Student assistants worked a total of 6,054 hours in the library during 1984-1985.

There are 912 periodical titles on the current subscription list: 835 regular subscriptions and 82 from South Carolina agencies.

The collection in the library totaled 172,027. The catalog in the library also contains information on 1,340 items in the Learning Resources Center and 1,661 items in the Curriculum Lab. The entire collection totaled 175,028. A summary of the library collection is given below.

LIBRARY COLLECTION STATISTICS

1984-1985

	Added	Withdrawn	Total Collection
Books	4,137	143	108,443
Bound Periodicals	127	0	6,795
Microfilm	650	0	12,710
Microfiche	17,700	0	24,584
Microbooks	0	0	14,015
Special Collection	1	0	52
Lander Collection	0	0	5

ERIC

Paper	0	0	172
Fiche	1,848	0	5,251
Total	24,643	143	172,027

DIVISION OF STUDENT AFFAIRS

The student personnel program of Lander College for the year 1984-85 was administered by the vice president for student affairs, the dean of students, the director of housing, a program director, one student counselor, a director of career planning, placement and cooperative education, a registered nurse, and the director of public safety. An additional position for a student counselor was vacant from August 16, 1984 through June 30, 1985. Mr. Van Taylor was hired in March 1985 as an academic counselor for all Lander athletes as well as assuming the responsibilities of head soccer coach. Mr. Tommy McCalla, who had been program director for the student affairs, area, was promoted to director of housing, and Miss Caroline Scott was selected to fill the position of program director.

Goals of the student personnel program were to develop an atmosphere in which a student can find a sense of identity and purpose; to insure that the students are given an opportunity to develop self-discipline in their behavior and self-direction in their personal and intellectual growth; to provide informal learning programs that will increase self-expression and self-enrichment; and to provide an environment in which the individual student can develop his education and social abilities.

The various programs and services developed by the student affairs staff supplement the educational programs at Lander with orientation programs, academic records, leadership seminars, cooperative education programs, career placement, advisement of student organizations and activities, and other informal learning programs.

The Grier College Center was opened in January, 1979, providing much needed space for the student affairs office. In addition to this office space the building contains a 475-seat cafeteria, campus store, post office, student organizations meeting rooms, and a recreation room. In addition to this, the student personnel program is responsible for operation of the Lander Recreation Center, which includes several meeting rooms as well as the college pool. Other facilities under the direction of the student affairs area are the tennis courts and weight room.

At the present time there are approximately 40 student groups and organizations on the Lander campus that provide the student body with opportunities to develop their interests and abilities outside the classroom. The dean of students along with a faculty advisor works closely with each organization in planning and implementing various activities.

HEALTH SERVICES

The Lander Health Services are located at the corner of Crews and Willson Streets. The health services provide routine office care and the services of a college physician and nurse for all resident students. The registered nurse maintains office hours in the college infirmary and students are referred to the college physician for office visits. First-aid and emergency treatment are available to all students during class hours. The doctors of The Family Practice Center serve as the college physicians.

RESIDENCE HALLS

During the 1984-1985 academic year Lander College housed 905 students. Due to the continued heavy demand for housing in the summer of 1984, the housing office spent a tremendous amount of energy assisting students who were on the waiting list to find off campus living facilities. As of July 1, 1984 there was a waiting list of approximately 70 females and 50 males. Because of a general shortage of apartments close to campus, a number of those students will not be able to obtain housing. The housing office will continue to develop a list of apartments and rooms available in the Greenwood area for students.

COUNSELING SERVICES

Counseling services at Lander College are designed as a part of the student affairs program with emphasis in helping the college student grow in self-understanding toward the attainment of his goals. Counseling is available in the area of career planning, job placement, personal problems, academic affairs, and veteran's affairs. Students are also welcome to discuss any aspect of campus life at Lander. At various intervals during the year, informal group sessions may be scheduled for groups of students with similar concerns.

Lander College has assigned a student counselor with primary responsibilities in working with minority students and informal learning programs. The college has an excellent working relationship with Beckman Mental Health Center as a referral agency. In addition, two mental health counselors from Beckman Mental Health Center are on campus twelve hours per week for consultation with members of the Lander student body.

CAREER PLANNING, PLACEMENT and CO-OPERATIVE EDUCATION

The career planning and placement office provides students with a myriad of information concerning career planning and placement through a career library, course offerings, and individual counseling.

Career Day was held in February 1985 with approximately thirty employers set up on campus to interview graduating seniors.

The office has communicated its goals and objective to the Lander community by direct contact with faculty and students, a one-hour course offering, conducting career seminars for students and faculty, providing printed materials on various careers, and by bringing recruiters to the campus to interview students as prospective employees.

During the 1984-85 year, fifty-seven students and thirty-one employers participated in the co-operative education program.

PUBLIC SAFETY DEPARTMENT

The public safety department provided enforcement of traffic and parking regulations on the campus. In addition to these duties, the department is oriented in promoting programs to aid in the safety and security of personnel and the property of the college. There are public safety officers patrolling the campus 24 hours a day with an increased number of officers assisting in patrolling the residence halls between midnight and 6:00 a.m.

PARKING

The college issued approximately 2,000 parking permits last year. Permits were purchased at an annual cost of \$30 per vehicle. During the past year, the college allowed students, faculty, administrators and staff to park in any lot, thus eliminating pre-assigned parking areas. The college does issue fines for parking violations.

COMMUNITY RELATIONS

It is important that a college and its community relate well to each other. The Office of Community Relations exists for the purpose of fostering that relationship between Lander College and its community, defined as the Upper Savannah Region, the State of South Carolina, and beyond. Community Relations in that context covers development, planned and deferred giving, seasonal fund-raising drives, and special projects involving community volunteers. Another objective is to maintain a high degree of public awareness of the scope of higher education services and opportunities available at Lander.

In addition to planning and development, the Office of Community Relations works closely with the Lander Foundation in monitoring its programs of scholarships, faculty development, property management, and investments.

Objectives of the office are achieved through personal contact, direct mailing of from 1 - 2,000 pieces, college publications, and news releases.

PUBLIC INFORMATION OFFICE

A general interest periodical, the 24-28 page Lander Magazine, is published three times a year. It is edited to reflect a comprehensive picture of the entire Lander College community. It is mailed to approximately 6,100 alumni and a select list of approximately 1,700 active supporters of the college as well as faculty, staff and administration. The Admissions Office uses the magazine as a recruitment piece and copies are also available to students.

This office is responsible for straight news stories and features concerning events, programs and people at the college. The releases are mailed to South Carolina daily newspapers and weeklies when appropriate and to area radio and television stations. The office also provides releases to students' hometown papers in cases of graduation, dean's list and special honors.

A "Major Events" calendar for the academic year is published and distributed to students, faculty and staff. The calendar is mailed to the parents of currently enrolled students as well as to Greenwood County alumni and friends of the college. Copies are made available to the Admissions Office to use as recruitment pieces. The calendar includes lectures, cultural and sports events, registration and testing dates, etc.

A newsletter for parents of currently enrolled students is published and mailed to parents twice a year. Admissions also uses the newsletter as a recruitment piece for prospective students. The newsletter, "Open Line", provides information on financial aid, student honors and opportunities and on programs available at the college.

The Public Information Office is responsible for taking the photographs to accompany news releases and to be used in publications. The office maintains a current photo file on faculty and administrators.

The college's advertising program, including print, radio and billboard advertising, is conducted by the Public Information Office. This office also serves as a consultant in designing brochures and other print pieces for various departments within the college.

An internal publication, the Lander College Weekly Bulletin, is prepared and distributed to the entire college community. It contains news of meetings, upcoming college events, and reminders of important dates such as graduation activities, registration deadlines, etc.

The Public Information Office is staffed by a full-time director, a part-time secretary, two part-time writers who each work ten hours a week, a Cooperative Education student, a part-time darkroom technician and two student assistants.

ALUMNI AFFAIRS

The purpose of the Lander College Alumni Association is to further the interests of Lander College and to promote among its present and former students and friends a spirit of good fellowship and loyalty.

Alumni participate in the Lander College Annual Fund Drive which begins in July of each year and ends in June of the following year. Funds from the drive are used for scholarships, support of the campus lecture series, maintenance of the Alumni House, student relations and discretionary funds for the President and other college officials.

A publication for alumni, the *Alumni Digest*, is sent three times a year. It contains news of alumni and description of Alumni Association activities.

Alumni are encouraged to return to campus often, and special opportunities are Homecoming in February and Alumni Weekend in the Spring.

THE LANDER FOUNDATION

The purpose for the Lander Foundation is to further the mission and goals of Lander College. The Foundation seeks to expand its assets to provide scholarships, faculty development funds for doctoral study, sabbaticals, postdoctoral seminars, and other professional development programs, and departmental support in various ways. The Foundation also provides limited venture capital for unique programs which may come to its attention from time to time.

Officers of the Lander Foundation are: R. Thornwell Dunlap, President; Cecil O. Browning, Vice President; Martha W. Barnette, Secretary; and W.E. Troublefield, Jr., Treasurer. The Office of Community Relations is the administrative center for the Foundation. Ann B. Herd, Director of Community Relations and Budget, serves as Executive Director.

BUSINESS AFFAIRS

The Vice President for Business and Administration is responsible for the financial reporting and analysis of all college funds. This responsibility includes preparation of the annual college budget which is submitted to both the State Legislature and South Carolina Commission on Higher Education.

Other areas under the direct supervision of the Vice President include the Business Office (Accounting and Payroll); Central Purchasing and Receiving; Printing Services; Computer Services; Personnel; Financial Aid; Bookstore; Vending and Mail Service; and Physical Plant including capital improvements.

Accounting & Computer Services

Lander College has successfully utilized the resources of Clemson University's Computer System by means of sophisticated remote job entry for batch processing and on-line time sharing system of direct access.

The accounting and financial reporting system, as well as the payroll/personnel system, are designed using a combination of batch and on-line systems. Although this system has functioned relatively well, the growth of the college has led it to seek a more efficient means of performing these tasks. The college spent much time during 1983-84 studying the feasibility of doing more computer processing on campus and with the assistance from the Information Resources Management Division of the Division of General Services concluded that a mini computer should be purchased. This acquisition was made during 1984-85 along with appropriate software to provide for on-site administrative data processing needs. Implementation of the software began in late 1984-85 and the accounting system and registration system were operational July 1, 1985. The remainder of the administrative systems software will be implemented during 1985-86 at which time one of two dedicated lines to Clemson will be dropped. One line will be maintained for academic computer services.

Purchasing

The Purchasing Office is the contracting agent for the college for routine supplies and equipment. The Purchasing Office monitors a purchase order system both internally and with the cooperation of the State Purchasing Office. The Purchasing Office also controls Central Receiving and Central Stores and the office strives to insure that items ordered are delivered properly, distributed to the person requesting the order and to insure that the order is complete and satisfactory prior to authorizing payment to be made by the Accounting Department.

All equipment and supplies for the general operation and maintenance of the college are purchased through the Purchasing Office with the exception of library books which are purchased by the Librarian. During 1984-85, the office issued 4,024 purchase orders.

The Print Shop handles large quantities of paper and envelopes which are distributed on an as-needed basis and charged back to the individual departments.

It is worthy to note that the Purchasing Agent for the College is a CPPO (Certified Public Purchasing Officer) and the Buyer in the office has earned the PPB (Public Professional Buyer) Certificate.

The Purchasing Office cooperates with the State Purchasing Office to secure items which are on state contract. The Purchasing Office also furnishes the State Office a computer tape showing commodity code and purchase orders issued for items on a Lander College purchase order. This tape report is submitted to the State Purchasing Office on a quarterly basis. This method of reporting enables the State to examine commodities being used and decide which would be feasible for state contract consideration.

An audit of the purchasing operation was conducted by General Services during 1984-85 and the college was re-certified for \$10,000 purchasing limit under the model procurement code.

Printing Services

The Print Shop Manager is responsible for the operation and supervision of the printing and duplicating facility. Regular college forms, relatively simple brochures, posters, important committee reports, and similar materials are routinely produced. During the 1984-85 year, the printing services section was responsible for production of approximately 7548 printing jobs, involving over 2.8 million impressions according to definitions of the State Printing Office. The manager also coordinates larger jobs sent out to commercial printers.

In addition to regular printing services, the department has responsibility for and oversees use and maintenance of a total copy system, a Royal copier, and mailing facilities. The print shop manager is making a continuing study of printing costs with the objective of gaining a more efficient operation and upgrading quality of jobs produced. The accuracy of such studies and the ability to estimate costs were enhanced during 1984-85 with the addition of a microcomputer and appropriate software in this area.

Personnel Services

The Personnel Department of the College is maintained to serve the best interests of the employees and the institution. This office is responsible for implementing the personnel policies of the College and the State. This office is also involved in procurement of non-academic personnel, position classification, wage and salary administration, orientation and training programs, employee records, employee benefits, and other related functions. The College presently employs approximately 240 regular employees.

The Personnel Director also serves as the EEO Officer for the College.

Financial Aid

Lander College administers a comprehensive program of financial aid which benefits both needy and worthy students. Applications for financial aid must be submitted to the Financial Aid Office. Eligibility must be established each year for which a student is requesting aid. A parent's confidential statement or student's financial statement must be submitted to determine eligibility.

Many scholarships are made available through the generosity of the Lander Foundation and other sources. Awards are made by a Financial Aid Committee. The Committee reserves the right to withdraw a scholarship from a student whose academic record is not satisfactory.

There are several loans and grants for worthy and needy students available through the Financial Aid Office. Among these are the National Direct Student Loan Fund, Federal Nursing Loan Fund, Guaranteed Loan Fund, Federal Nursing Scholarship Fund, and Pell Grants. The College through the cooperation of the Lander Foundation, also offers a short-term emergency loan fund to assist students.

The college also employs students on a part-time basis using both Lander College funds and Federal College Work Study funds. Jobs are available on a need basis and the assignment to positions are coordinated by the Financial Aid Office.

Book Store

The College Book Store is a quite functional facility and allows the students ample room to browse at their leisure. Among the many items available to students, in addition to textbooks and supplies, are sweaters, class rings, mugs, toilet articles, stationery and numerous other items. The college has a published refund policy which is posted in the Book Store.

Vending Machines

The college also maintains a limited number of vending machines which are contracted to several companies. The college receives a commission on the sale of items such as fast food, soft drinks, and other sundry items.

Mail Services

The Book Store Manager is directly responsible for all incoming mail. The Book Store Manager staffs the college post office on a daily basis to sort all mail for administrative offices, faculty, staff and students. Each boarding student and all faculty members have a post office box in the college post office. The majority of all outgoing mail is distributed to a central location and is processed by the Print Shop.

Physical Plant

Capital Improvements

The Lander College campus comprises approximately 85 acres located two blocks from the downtown business district of Greenwood. Ivy covers the walls of the seventy-nine-year-old edifice which up until 1982-83 housed most classrooms and offices for faculty and administration. Other older buildings stand near more modern structures.

A Master Plan for the development of Lander College was completed during the 1973-74 academic year. The plan provided for the expansion of college facilities, making use of all available campus property.

The development of the "New Lander" to date consists of a new Library, new Student Center and a new Learning Center. The library was designed by Freeman, Wells & Major and constructed by Triangle Construction Company. The Library was completed August 1977.

The new Student Center was completed in December 1978. The firm of Craig and Gaulden were the architects and the construction work was performed by McKnight Construction Company.

The architectural firm of Tarleton-Tankersley designed the Learning Center. Construction of this facility was performed by E.L. Jones Construction Company and was completed in August 1982.

A new housing complex with a total capacity of 308 students was constructed in 1976. The housing was designed by Neal Architects and was built by Two State Construction Company.

The architectural firm of Wilbur Smith & Associates designed an outdoor activity center which included seven tennis courts. The project was constructed by Sherman Construction Company and was completed in August 1980.

Planning began in 1979-80 for the fourth new facility, College Center - Phase II, which will provide academic space for major programs in music, art, speech, and drama. Construction of this facility began in July 1984 and will continue during 1985-86.

During 1983-84, the College gained 124 additional dormitory spaces through a lease of newly constructed facilities adjacent to the campus. These facilities were constructed by the Lander Foundation.

During 1984-85, the program was developed for the fifth and last major building in the Master Plan, a facility for Health, Physical Education and Recreation. Funding for this facility was requested in 1984-85 for 1985-86. Since a bond bill was not forthcoming, funding will continue to be pursued during 1985-86.

The Physical Plant Department provides a continuous liaison between the College and the contractors, architects and engineers working on college projects.

Building Services

Physical Plant personnel include trade workers and custodians for the care of college buildings. Several trades are represented on the staff. They are able to handle most maintenance situations and minor refurbishing. Major work is accomplished with the help of local contractors under the direction of college personnel.

Considerable effort is required to keep older buildings usable until they can be replaced or fully renovated. (A few selected areas have been modernized). Equally diligent, however, must be work on the new buildings - keeping them in excellent condition and breakdown free through carefully planned preventive maintenance. Training programs are increasing the efficiency of Lander's custodial workers.

Groundskeeping

Groundskeepers are employed by the Physical Plant Department. A small crew maintains the exterior appearance of the campus. As increasing amounts of Lander's acreage becomes intensively developed, grounds-keepers have increased efficiency through the use of modern machinery. During the summer, several people are engaged on a part-time basis to help improve the appearance of our grounds. In 1984-85 the College entered into an agreement with the Department of Corrections whereby a crew of 3 to 5 carefully selected inmates from the Greenwood Correctional Center assist the college's groundskeeping operations. This agreement has been extremely helpful in maintaining the campus.

Telephone Service

During 1984-85, the College continued to utilize a Centrex telephone system which allows campus telephones to be dialed directly without the intervention of an operator. Three hundred forty two student telephones and 326 faculty and administrative office telephones have been connected. Through a special arrangement with the local telephone company, students are billed directly for long-distance calls. Data on toll calls made by faculty members and administration officers is recorded automatically and presented as part of the monthly telephone bill. The system is used by the Financial Affairs Office to control and equitably allocate telephone costs.

During the last two years the college has been purchasing the telephone equipment and cabling on its facilities to effect long-run economies. Two of our maintenance mechanics have been trained in telephone equipment installation and repair.

In late 1984-85, the college, working through the Division of Information Resources Management, initiated an order for the acquisition of an AT&T system 85 telephone switch which was successfully installed in July 1985.

LANDER COLLEGE

FINANCIAL REPORT - FISCAL YEAR 1984-85

Operating Funds:

Education and General Revenue

Student Fees.....	\$2,777,040
State Appropriation.....	6,050,103
Other Revenue.....	459,372
Total Revenue (Education and General).....	9,286,515
Auxiliary Services.....	2,295,132
Grand Total Operating Revenue.....	\$11,581,647

Education and General Expenditures

Instruction.....	\$4,314,611
Academic Support (Library).....	403,027
Academic Support (Other).....	373,869
Student Services.....	1,034,808
Institutional Support.....	1,944,264
Operating and Maintenance of Plant.....	1,217,643
Total Expenditures (Educational and General).....	9,288,222
Auxiliary Services.....	2,092,768
Grand Total Operating Expenditures.....	\$11,380,990

Capital Funds (1973-74 — 1984-85)

State Capital Improvement Bonds Authorized....\$19,622,642

Housing Revenue Bonds:

Construction of Student Housing & Acquisition of Coleman Hall (Issued 1976).....	1,800,000
Total Capital Funds.....	21,422,642
Less Capital Funds Drawn Through 6/30/85.....	16,355,785
Total Funds Remaining to be Drawn at 6/30/85.....	5,066,857

STATISTICS

Total Enrollment

Total Enrollment	Fall, 1984
Head Count.....	2,283
FTE Count.....	1,982

Enrollment by Class

Freshmen.....	865
Sophomore.....	500
Junior.....	394
Senior.....	392
Graduate.....	95
Nondegree.....	37

Enrollment by Sex

	Fall, 1984
Male.....	853
Male Percent of Total Head Count.....	37.4
Female.....	1,430
Female Percent of Total Head Count.....	62.6

Student Characteristics

	Fall, 1984
Status	
White and Other.....	1,895
Black.....	359
South Carolinians.....	2,216
Out-of-State.....	67

Faculty Characteristics (FTE)

	Fall, 1984
Professors.....	18
Associate Professors.....	48
Assistant Professors.....	24
Instructors.....	5
Others.....	10.05

Average Salaries of Instructional Faculty

	Fall, 1984
Professor.....	32,754
Associate Professor.....	27,260
Assistant Professor.....	22,254
Instructor.....	15,550
Other.....	13,505

